



George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

FPD-OI-FD01.3  
October 1, 2002

---

# ORGANIZATIONAL INSTRUCTION

## Flight Projects Directorate FD01

# ISS Task Agreement Process

## Revision F

### APPROVAL

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
<u>Original Signed by</u>	Director, Flight Projects Directorate	FD01	October 1, 2002
_____			
N. Jan Davis, Ph. D			

CHECK THE MASTER LIST  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Marshall Space Flight Center Organizational Instruction OPR FD01		
Title- ISS Task Agreement Process	FPD-OI-FD01.3	Revision: E
	Date: October 1, 2002	Page 2 of 6

## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		10/15/97	Baseline version
Revision	Rev. A	11/26/97	Editorials, Change to Sec. 4, Instructions, 4.1 and 4.2
Revision	Rev. B	12/4/97	Editorials, Change to Sec. 4, Instructions, 4.2, and deletion of 4.3
Revision	Rev. C	7/7/99	Editorials to correct for reorganization and consolidation into MSFC Directives System.
Revision	Rev. D	10/1/99	Reflect Change in JSC Task Agreement Process
Revision	Rev. E	5/10/00	Document reformatted to new Flight Projects standard template. Added flow diagram, definitions, acronyms
Revision	Rev. F	10/01/02	Annual Review and update

CHECK THE MASTER LIST  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Marshall Space Flight Center Organizational Instruction OPR FD01		
Title-	FPD-OI-FD01.3	Revision: E
ISS Task Agreement Process	Date: October 1, 2002	Page 3 of 6

## 1. GENERAL INFORMATION

### 1.1 Scope

This Organizational Instruction (OI) describes and defines the process within the Flight Projects Directorate (FPD) related to the development of technical task agreements for International Space Stations (ISS) work performed at MSFC.

### 1.2 Purpose

The purpose of this instruction is to document the process by which the Flight Projects Directorate defines and approves work in support of the ISS Program Office in accordance with MPG 1050.1.

### 1.3 Applicability

This instruction applies to all ISS task agreements developed within the Flight Projects Directorate.

## 2. APPLICABLE DOCUMENTS

Revision levels of documents are not shown. The latest revision will be used unless otherwise required by contractual requirements or other regulations. In this case the letter revision of the document will be given.

FPD-OI-FD01.1	Management Process
LA-CWI-02 (JSC)	Agreements (JSC Internal Task Agreement Process)
MPG 1050.1	Contract (Customer Agreement) Review
MPG 1230.1	Center Resources Planning Process (Currently in Review)
MPG 7100.3	MSFC program management council (pmc) process

## 3. ACRONYMS and DEFINITIONS

### 3.1 Acronyms

CWC	Collaborative Work Commitment
FPD/FD	Flight Projects Directorate
FY	Fiscal Year
ISS	International Space Station
ISSPO	International Space Station Program Office
JSC	Johnson Space Center

**CHECK THE MASTER LIST  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

Marshall Space Flight Center Organizational Instruction OPR FD01		
Title-	FPD-OI-FD01.3	Revision: E
ISS Task Agreement Process	Date: October 1, 2002	Page 4 of 6

NASA National Aeronautics and Space Administration

OI Organizational Instruction

PMC Project Management Council

### 3.2 Definitions

**Collaborative Work Commitment** A CWC is a document that defines the tasks and resources required to accomplish in-house work for the next operating fiscal year. The document signifies the commitments of the Project Manager, Task Manager, and Supporting Organizations to provide the resources.

**Program Office/Customer** The Program Office or Customer denotes the organization (in this case, the NASA-designated Lead Center for all Space Station activity located at JSC) that has the controlling authority for the task agreement-defined work that is to be performed.

**Task Agreement** A task agreement is a document used by the ISS programs to acquire goods and/or services from other organizations and institutions within NASA (i.e., a Customer Agreement).

## 4.0 INSTRUCTIONS

### 4.1 General Information

ISS task agreements for approved on-going work are updated for each fiscal year (FY). The FPD office responsible for providing the work will revise each task agreement based on the latest requirements, status, and plans, and coordinate contents and estimated resources with their counterparts in the International Space Station Program Office (ISSPO).

### 4.2 Procedure

Task agreements for new ISS work will be developed for PMC approved work as reflected in MPG 7120.4 and MPG 1050.1. The FPD office responsible for providing the work will prepare the initial draft utilizing the scope and resources compatible with that approved by the PMC. Coordination on scope, content, deliverables, and resources will be done with the appropriate office in the ISSPO.

Following coordination, the task agreement will be submitted to the (1) Performing Organization Manager [Responsible Flight Projects Directorate Group Heads for initialed approval]; (2) FPD Department Manager (Review only); and (3) Center approved authority Manager [Director, Flight Projects Directorate] for signature and approval. The task agreement is then transmitted to ISSPO for final approval and signature. CWC's for in-house work to support the task agreements are generated and finalized and the task agreements are executed. This procedure is graphically depicted in Figure 1.

## 5.0 NOTES

Task agreements between the FPD and the ISSPO are a form of Customer Agreement (MPG 1050.1).

Collaborative Work Commitments (CWC's) are developed between FPD and supplying organizations within MSFC for products and services required to implement the approved task agreements. The CWC's

**CHECK THE MASTER LIST  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

Marshall Space Flight Center Organizational Instruction OPR FD01		
Title-	FPD-OI-FD01.3	Revision: E
ISS Task Agreement Process	Date: October 1, 2002	Page 5 of 6

are developed in accordance with MPG 1230.1, "Center Resources Planning Process" (currently in review).

## **6.0 SAFETY PRECAUTIONS and WARNING NOTES**

None

## **7.0 APPENDICES, DATA, REPORTS, and FORMS**

None

## **8.0 QUALITY RECORDS**

All ISS task agreements developed under the auspices of the FPD in support of the ISSPO are deemed to be quality records. The identification, custodian, storage location, and retention schedule of all FPD-developed ISS task agreements will be provided by the appropriate Office Manager responsible for implementing the task agreement and performing the work.

## **9.0 TOOLS, EQUIPMENT, and MATERIALS**

None

## **10.0 PERSONNEL QUALIFICATION, TRAINING, and CERTIFICATION**

None

**CHECK THE MASTER LIST  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

Marshall Space Flight Center Organizational Instruction OPR FD01		
Title-	FPD-OI-FD01.3	Revision: E
ISS Task Agreement Process	Date: October 1, 2002	Page 6 of 6

## 11.0 FLOW DIAGRAM

The following diagram graphically depicts the ISS Task Agreement procedure contained in Paragraph 4.2.

**FIGURE 1: ISS Task Agreement Procedure**

